Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090001-7

REPORTS INVENTORY

CONTROL NO. DDS/OC-0071

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Quarterly Report

2. TYPE OF REPORT: STATISTICAL; X NARRATIVE; MACHINE-NAME LIST

3. FUNCTIONAL AREA: PERSONNEL; TRAINING; ADMIN. GENERAL; LOGISTICS; X SECURITY; OTHER (specify); MEDICAL; FINANCE; X COMMUNICATIONS

4. NO. OF COPIES PREPARED: 4

5. FREQUENCY (weekly, monthly, quarterly, etc.): Quarterly

6. DISTRIBUTION (No. of components and number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc): Memo

8. ADP PROCESSING: YES; X NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: DCO

10. PREPARING COMPONENT (Include lowest level contributing information to report)

OC-CS Branches

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Weekly Staff Notes

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-9-14	$8.33		32		$266.56		4		$1066.24
GS 15-16	$11.37		1		$11.37		4		$45.48
									72

B. COSTS OF COMPUTER PRODUCED REPORTS

					@ 10,512.12

1/3/6 TOTAL COSTS PER YEAR $1111.72

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provides information concerning major projects, assessments, status of the Agency's communications security. Information extracted for briefing top management. Used in preparing OC history.

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OC

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8/12

HOLD - pending
decision for
final disposition

JD.

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